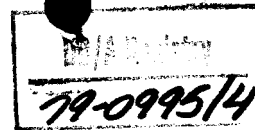


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18 MAY 1979

MEMORANDUM FOR: Deputy Director for Science and Technology
FROM : Clifford D. May, Jr.
Acting Deputy Director for Administration
SUBJECT : Handwritten Corrections on Headquarters
Originated Cables and Telepouches

1. The results of the April survey on handwritten corrections to cables and telepouches are attached. They are most heartening! Corrections in your Directorate were reduced from 48.3% in the January survey to 25.8% in the April survey. Headquarters Signal Center also noted an improvement in traffic processing time; consequently we have all benefited.

2. There is still room for improvement and I know that I have your support in reducing handwritten corrections even further. Another survey will be conducted in June and hopefully, the downward trend will continue.



Clifford D. May, Jr.

Attachment:
As stated

ORIGINATOR:



Director of Communications

5-15-79
Date

Distribution:

- Orig. - Addressee w/att
- ✓ 2 - DDA w/att Chrono Subject
- 1 - Return to D/CO w/att

**AUTOMATICALLY UNCLASSIFIED WHEN
SEPARATED FROM ATTACHMENT.**

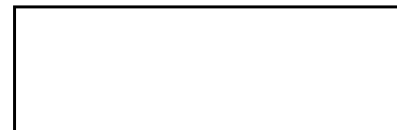
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DIRECTORATE DDS&T

DIVISION or STAFF	MESSAGES/ TELEPOUCHES PROCESSED	MESSAGES/TELEPOUCHES WITH HANDWRITTEN CORRECTIONS	JANUARY PERCENTAGE	TEXTUAL CORRECTIONS	ORIGINATION/ DISSEMINATION CORRECTIONS	TEXTUAL AND ORIG/DISSEM CORRECTIONS
ODE	166	26 or 15.6%	28.6%	14 or 8.4%	6 or 3.6%	6 or 3.6%
OSO	66	34 or 51.5%	75.2%	12 or 18.2%	14 or 21.2%	8 or 12.1%
DDST	<u>4</u>	<u>1 or 25.0%</u>	<u>60.0%</u>	<u>1 or 25.0%</u>	<u>0</u>	<u>0</u>
TOTALS:	236	61 or 25.8%	48.3%	27 or 11.4%	20 or 8.5%	14 or 5.9%

SECRET



25X1

ATTACHMENT